



# Department of Defense DIRECTIVE

NUMBER 5160.41

April 7, 1988

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ASD(AM&P)

SUBJECT: Defense Language Program (DLP)

- References: (a) DoD Directive 5160.41, subject as above, August 2, 1977 (hereby canceled)
- (b) [DoD Directive 5137.1](#), "Assistant Secretary of Defense (Command, Control, Communications, and Intelligence)," April 2, 1985
  - (c) DoD Directive 5010.16, "Defense Management Education and Training Program," July 28, 1972
  - (d) DoD Directive 4100.15, "Commercial Activities Program," August 12, 1985
  - (e) through (j), see enclosure E1.

## 1. REISSUANCE AND PURPOSE

This Directive reissues reference (a) to update policy guidance on responsibilities and procedures for conducting and administering the DLP and its two subcomponents, the Defense Foreign Language Program (DFLP) and the Defense English Language Program (DELP).

## 2. APPLICABILITY AND SCOPE

This Directive:

2.1. Applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the Joint Chiefs of Staff (OJCS), the Unified and Specified Commands, and the Defense Agencies (hereafter referred to collectively as "DoD Components").

2.2. Encompasses all language instruction in the DoD Components, except for

language instruction at or by the National Security Agency (NSA) and for cadets and midshipmen at the U.S. Military, Naval, and Air Force Academies.

### 3. RESPONSIBILITIES

3.1. The Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)) shall provide overall policy guidance for the DLP.

3.2. The Assistant Secretary of Defense (Command, Control, Communications, and Intelligence) (ASD(C3I)) is designated as the Primary Functional Sponsor for the DFLP (DoD Directive 5137.1, reference (b)), and the Director, Defense Security Assistance Agency (DSAA), is designated as the Primary Functional Sponsor for the DELP. They shall review their respective programs to:

3.2.1. Assess the quality and efficiency of the program.

3.2.2. Recommend changes to policy, levels of resources, and specific types or content of training to meet DoD requirements most economically, uniformly, and effectively.

3.2.3. Report and defend the respective programs to the Congress.

3.3. The Primary Functional Sponsors shall assist and support the ASD(FM&P) in providing policy guidance (planning, programming, management, and administration of language training) to the designated Executive Agents, as relates to:

3.3.1. Procedures necessary to manage adequately total DoD language training requirements in consonance with policies and procedures prescribed by DoD Directive 5010.16 (reference (c)).

3.3.2. Authorized use of the private sector for language training, in compliance with DoD Directive 4100.15, DoD Instruction 4100.33, and DoD 5105.33-M (references (d) (e), and (f)) when it is in DoD interest and applicable training readily is available.

3.4. The Heads of the DoD Components concerned shall establish internal procedures to assemble and maintain a current record of their personnel language training requirements and shall:

3.4.1. Project training requirements 5 years in advance and update them

annually.

3.4.2. Maintain an annually updated inventory of qualified foreign language-trained U.S. personnel in their respective DoD Components.

3.4.3. Inform the Commandant of the Defense Language Institute Foreign Language Center (DLIFLC) or the Commandant of the Defense Language Institute English Language Center (DLIELC) of the establishment, major revision, or disestablishment of resident and nonresident language programs operated by and within DoD Components.

3.5. The Executive Agent is the Secretary of the Military Department designated by the Secretary of Defense to be responsible for the management of common Service language activities on a DoD-wide basis. The Secretary of the Army and the Secretary of the Air Force, hereby designated Executive Agents for the DFLP and DELP, respectively, shall:

3.5.1. Ensure that language training is provided to satisfy all DoD requirements to include language training for dependents of members of the Armed Forces in accordance with DoD Directive 2055.3 (reference (g)) and 10 U.S.C. 2002 (reference (h)), and training of dependents of other DoD personnel on a space-available basis. Assemble and maintain, for use by appropriate DoD Components, a current record of all personnel language training requirements.

3.5.2. Develop administrative and financial arrangements with other U.S. Government Agencies for all language training on a space-available, reciprocal, or reimbursable basis in consonance with existing DoD policies applicable to intergovernmental programs.

3.5.3. Monitor related research and development activities, and establish and maintain coordination channels with other Federal Agencies for language research and development activities.

3.5.4. At the request of DoD Components with language missions, provide review of nonresident language training requirements and make recommendations on course and/or program content, materials, and proficiency standards (section 4., below).

3.5.5. When required, in coordination with the Head of the DoD Component concerned, establish DoD field language training facilities, using established facilities, including equipment, personnel spaces, and civilian personnel assigned to DoD Components, when feasible. The transfer of language training funds, facilities,

equipment, personnel spaces, and civilian personnel to the Departments of the Army and Air Force from other DoD Components shall be accomplished under established DoD procedures.

3.5.6. When requested, assist the Commandants of the Language Training Centers to enter into contracts or other arrangements with private institutions, individuals, and other U.S. Government Agencies. Confer with and assist academic accreditation agencies in the determination of credit for DoD-approved courses.

3.5.7. Establish necessary procedures to provide timely policy guidance, and administrative and resource support to the DLIFLC and the DLIELC. Provide and maintain facilities and base support functions commensurate with the importance of the mission.

3.5.8. Provide annual budget and manpower resource requirements to the OSD for the DLIFLC and the DLIELC in their respective departmental overall budget and financial plans. Separately identify all associated expenses and manpower resources in their Military Department Operation and Maintenance budget and financial plans in coordination with the ASD(FM&P) through the applicable Primary Functional Sponsor.

3.5.9. In accordance with DoD Directives 5210.70 and 3305.2 (references (i) and (j)), solicit skill requirements and final learning objectives from the principal mission sponsors requiring language skills and, through the Commandants, periodically inform them as to curriculum content and major course changes. Commandants shall have final authority for course structure to meet these requirements and objectives.

3.5.10. Periodically, at least annually, empanel senior representatives of the DoD Components with language mission requirements for advice and guidance on major policy, resource, and administrative issues affecting language training programs.

3.6. The Commandant of the Defense Language Institute Foreign Language Center (DLIFIC) shall:

3.6.1. Exercise technical control (section 4., below) over the DFLP that encompasses DoD foreign language programs or courses, conducted directly by, or under contract for, the DoD Components for the training of DoD or DoD-sponsored personnel and their dependents.

3.6.2. Provide resident training and nonresident support to language instruction for DoD personnel, as required, and for other Government or

Government-sponsored personnel, when feasible.

3.6.3. Provide for foreign language training for dependents of DoD personnel in accordance with 10 U.S.C. 2002 (reference (h)).

3.6.4. Confer with and assist academic accreditation agencies on the determination of credit for DLIFLC-approved courses.

3.6.5. Assist the user Agencies in determining and validating their foreign language training requirements.

3.6.6. When necessary, provide mobile training teams and language training detachments to assist in the operation of the foreign language programs for DoD personnel in the continental United States (CONUS) and overseas.

3.6.7. Perform field evaluations to assess mission accomplishment.

3.6.8. Conduct foreign language research and development to meet DoD-wide requirements. Be cognizant of, monitor, and report on all DoD foreign language research reports.

3.7. The Commandant of the Defense Language Institute English Language Center (DLIELC) shall:

3.7.1. Exercise technical control (section 4., below) over the DELP that encompasses all DoD English language programs or courses conducted for U.S. personnel or for foreign military personnel under the International Military Education and Training (IMET) and Foreign Military Sales (FMS) programs.

3.7.2. Provide resident English language training for foreign and U.S. personnel.

3.7.3. Assist the user Agencies in determining and validating their English language training requirements.

3.7.4. When necessary, provide mobile training teams and language training detachments to assist in the operation of the English language programs in the CONUS and overseas.

3.7.5. Perform field evaluations to assess mission accomplishment.

3.7.6. Review for technical adequacy all contracts containing English language training before approval and/or signature by any DoD Component other than those exempted in subsection 2.2., above, of this Directive.

3.7.7. Furnish English language course materials on a reimbursable basis to IMET, FMS, other Government Agencies, and to the private sector for use in English language programs being conducted worldwide.

#### 4. TECHNICAL CONTROL

Technical control is the authority to approve language training methodologies, instructor qualifications, texts, materials and media, and course content based on approved objectives, tests, and test procedures for resident, nonresident, and contracted language training. This authority does not extend to the programs of the Defense Agencies and major Service components designed for internal use or special missions for which the Agency or DoD Component maintains operational responsibility. The Commandants of the Language Training Centers shall be informed of the existence and extent of such programs. The Commandants, through the Executive Agents, shall establish and maintain criteria for standards and procedures affecting the following:

4.1. Screening applicants for language training, including aptitude, physical and educational requirements, and establishing a starting point for those students with prior language knowledge.

4.2. Tests, measurement and evaluation devices, scoring, and official interpretations of scores, including their validations.

4.3. Text material and training aids.

4.4. Determining attainment of required proficiency and/or competencies.

4.5. Maintenance of language skills.

4.6. Determining changes in course objectives in coordination with the Primary Functional Sponsors.

4.7. Instructor qualifications.

#### 5. ADMINISTRATION

5.1. The Military Department of the incumbent in the position of Commandant of the DLIFLC and of the DLIELC shall be Army and Air Force, respectively. The tour of duty shall be a minimum of 3 years. The Commandants shall report through command lines to their respective Executive Agent.

5.1.1. The Executive Agents shall nominate for the position of Commandant and, after coordination with the applicable Primary Functional Sponsor, submit the name to ASD(FM&P) for approval in advance of assignment.

5.1.2. Considerations in selecting the Commandants shall be leadership and resource management ability, experience in language training or education, and service as a defense attache or member of a security assistance organization.

5.1.3. The Commandants shall hold the rank of Colonel; pay grade O-6.

5.2. The Executive Agents shall exercise operational control of the DLP. However, the ASD(FM&P) and Primary Functional Sponsors are authorized direct liaison with the Commandants.

5.3. The Commandants, as the Defense Language Proponents, are authorized to communicate directly with all elements of the Department of Defense, other Government Agencies, private agencies, and associations on language program objectives, requirements, efficiency, and support. They shall maintain proper liaison with U.S., foreign, public, and private institutions, associations, agencies, departments, and individuals involved in second language instruction for improving the relevancy, quality, and focus of the DFLP and the DELP.

5.4. The Commandants, in coordination with the applicable Executive Agent and under the guidance of the applicable Primary Functional Sponsor, shall prepare and update a 5-year plan for their respective language programs annually with priorities and projections based on DoD Component submissions.

5.4.1. This plan should provide the approach, priority, method, and milestones by which the Commandants, assisted by the Executive Agents, shall accomplish their missions; and, when approved by ASD(FM&P), shall serve as the requirement document for the planning, programming, and budgeting for resources to be provided by the supporting DoD Components.

5.4.2. The plan shall include curriculum revision and/or development, course establishment and/or disestablishment, research in support of resident and nonresident

training, facilities upgrading or new construction, manpower, special budget requirements, and any special planning data required by the DoD Components.

5.5. The Commandants shall prepare and submit to the applicable Primary Functional Sponsor via their respective Executive Agents, with a copy furnished to the ASD(FM&P), a report on the previous year's accomplishments on each aspect of the plan to include information on student enrollments, attrition, and major disciplinary problems that required action by the student's sponsor (the United States or foreign country).

5.6. The DLIFLC, the DLIELC, and field language facilities may be staffed both by civilian employees and by officer and enlisted personnel of the Military Departments. The Military Departments shall prorate the staffing of military positions, using average student load by each Military Department as the basis for computation.

5.7. Pay, allowances, and permanent change of station travel costs of U.S. personnel assigned to the staff or faculty of the DLIFLC, the DLIELC, and other language training facilities shall be borne by their sponsoring DoD Component, other U.S. Government Agency, or foreign country.

5.8. DoD Directive 5010.16 (reference (c)) shall govern the allocation of student quotas.

5.9. A direct technical link shall be maintained between the DLIFLC and the DLIELC on teaching methodology, performance standards for language training equipment and media, test and evaluation systems, non-resident language programs, and research and development to preclude duplication of effort and ensure full cooperation and coordination on information, concepts, and techniques for both programs.

5.9.1. The Commandants shall report in writing annually to the ASD(FM&P) on efforts to fulfill the objectives in subsection 5.9., above.

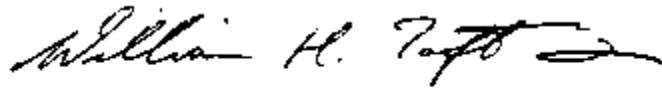
5.9.2. Information copies of the reports shall be furnished to the Executive Agents and Primary Functional Sponsors.

5.10. The Commandants expediently shall inform the ASD(FM&P) and the Primary Functional Sponsors on matters affecting their functions and responsibilities.



6. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 120 days.

A handwritten signature in black ink, reading "William H. Taft, IV". The signature is fluid and cursive, with a prominent "W" and "H" at the beginning and a stylized "Taft" in the middle.

William H. Taft, IV  
Deputy Secretary of Defense

Enclosures - 1

1. References, continued

E1. ENCLOSURE 1

REFERENCES, continued

- (e) DoD Instruction 4100.33, "Commercial Activities Program Procedures," September 9, 1985
- (f) DoD 5105.38-M, "Security Assistance Management Manual," (Chapter 10), April 1, 1984, authorized by DoD Directive 5105.38, August 10, 1978
- (g) DoD Directive 2055.3, "Manning of Security Assistance Organizations and the Selection and Training of Security Assistance Personnel," March 11, 1985
- (h) Title 10, United States Code, Section 2002
- (i) DoD Directive 5210.70, "DoD Cryptologic Training," November 3, 1980
- (j) DoD Directive 3305.2, "DoD General Intelligence Training," July 20, 1984